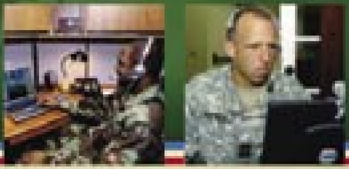
Netiquette



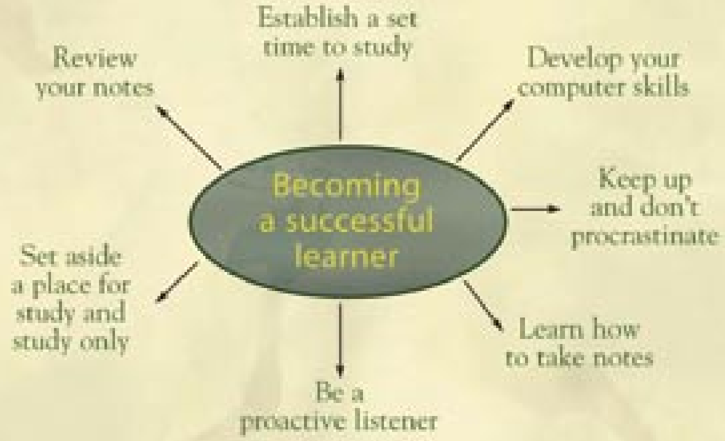
1. Never give your user ID or password to another person.
2. Never assume your email messages are private or that they can be read by only yourself or the recipient. Never send something that you would mind seeing on the evening news.
3. Keep paragraphs and messages as short as possible and to the point.
4. Focus on one subject per message and always include a pertinent subject title for the message.
5. Include your signature at the bottom of email messages when communicating with people who may not know you personally. Your signature should include your name, position, affiliation and email address.
6. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally termed as SHOUTING.
7. Use *asterisks* surrounding a word to make a stronger point.
8. Acronyms can be used to abbreviate when possible. However, messages that are filled with acronyms can be confusing and annoying to the reader. Spell out acronyms on the first use, unless they're familiar to the reader.
9. Cite all quotes, references and sources. Respect copyright and license agreements.

From the Army Training and Doctrine Command publication *How to be a Successful Distance Learner*. For more information on this publication or to order additional posters, call (757) 788-5532.

Mind Mapping

Mind mapping involves writing down a central idea and thinking up new and related ideas which radiate out from the center.

- **Put main idea in the center:**
  Turn a page on its side and do a mind map in "landscape" style. This allows maximum space for other ideas to radiate out from the center.
- **Look for relationships:**
  Use lines, colors, arrows, branches or some other way of showing connections between the ideas generated on your mind map.



Becoming a successful learner

Establish a set time to study

Develop your computer skills

Keep up and don't procrastinate

Learn how to take notes

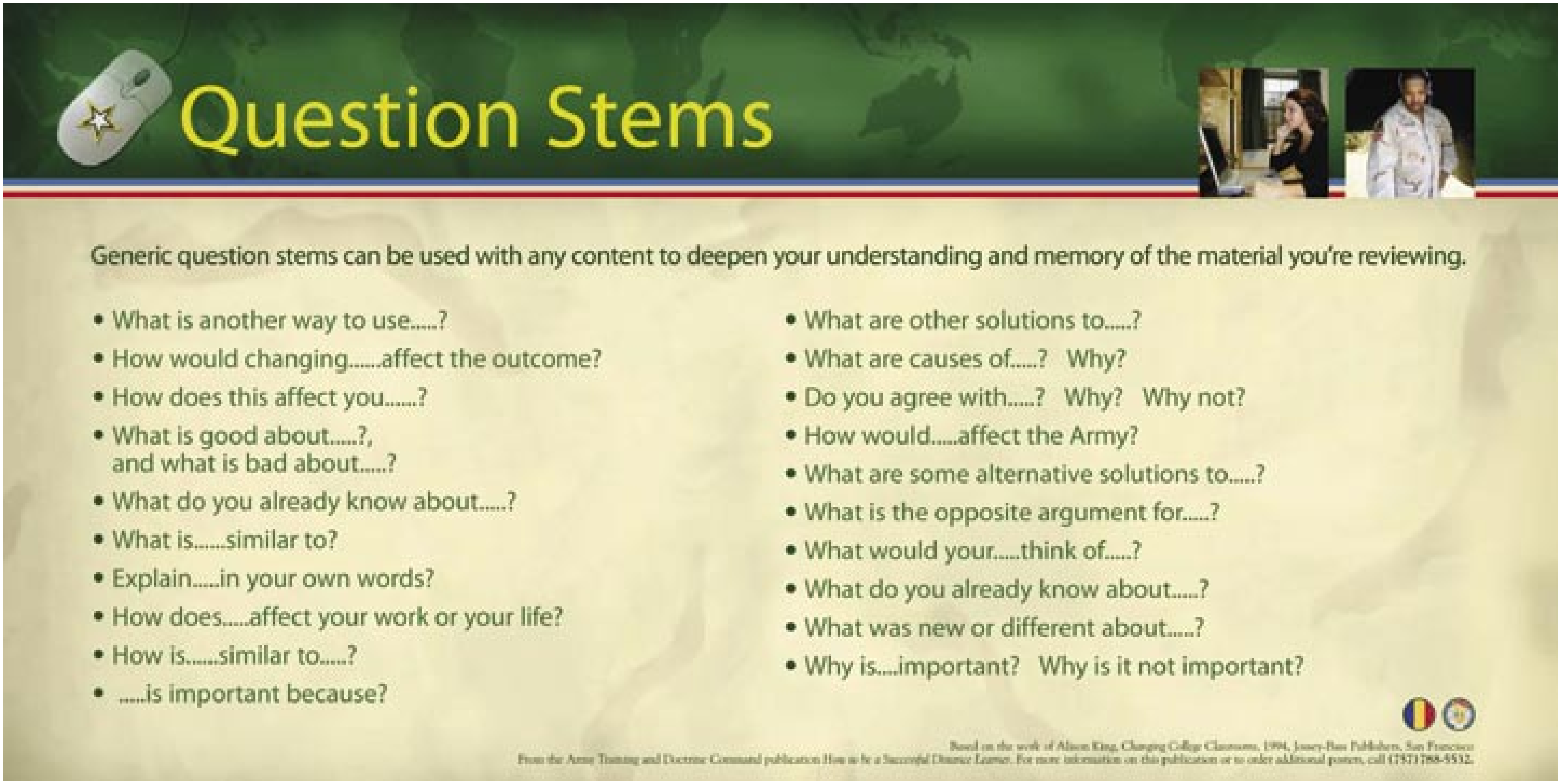
Be a proactive listener

Set aside a place for study and study only

Review your notes

- **Leave lots of space:**
  Some of the most useful mind maps are those which are added to over a period of time.
- **Draw quickly on unlined paper without pausing, judging or editing:**
  Think creatively and in a non-linear manner. Record lots of related ideas.

Based on *The Mind Map Book*, Buzan, T., New York, Penguin, 1991. From the Army Training and Doctrine Command publication *How to be a Successful Distance Learner*. For more information on this publication or to order additional posters, call (757) 788-5532.



Question Stems

Generic question stems can be used with any content to deepen your understanding and memory of the material you're reviewing.

- What is another way to use.....?
- How would changing......affect the outcome?
- How does this affect you......?
- What is good about.....?,
  and what is bad about.....?
- What do you already know about.....?
- What is......similar to?
- Explain.....in your own words?
- How does.....affect your work or your life?
- How is......similar to.....?
- .....is important because?
- What are other solutions to.....?
- What are causes of.....? Why?
- Do you agree with.....? Why? Why not?
- How would.....affect the Army?
- What are some alternative solutions to.....?
- What is the opposite argument for.....?
- What would your.....think of.....?
- What do you already know about.....?
- What was new or different about.....?
- Why is....important? Why is it not important?

Based on the work of Alison King, Changing College Classrooms, 1994, Jossey-Bass Publishers, San Francisco
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Taking Notes

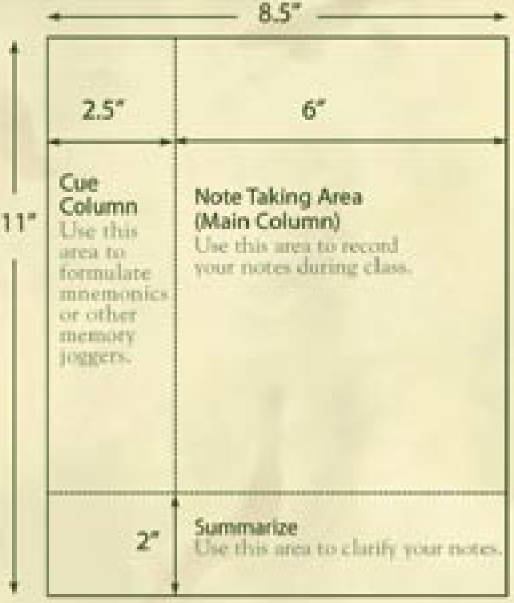
Taking notes can be a frustrating, almost overwhelming job. Getting organized is the best way to deal with the rush of incoming information.

Note Taking – Cornell System.
To take notes using the Cornell System, rule each sheet as illustrated, with a 2.5 inch margin.

Note taking area: Record material as fully and accurate as possible.

Cue Column: As soon as possible, reduce your notes to concise jottings as clues for reciting, reviewing and reflecting on the material.

Summaries: Sum up each page of your notes in a sentence or two.



Cue Column
Use this area to formulate mnemonics or other memory joggers.

Note Taking Area (Main Column)
Use this area to record your notes during class.

Summarize
Use this area to clarify your notes.

- **Reduce:**
  As soon after as possible, summarize the content concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity and strengthens memory.
- **Recite:**
  Cover the Note Taking Area and using only your jottings in the Cue Column, repeat the content in your own words. Then, verify what you have said.
- **Reflect:**
  Draw out opinions from your notes and use them as a starting point for your own reflections on the course and how it relates to your other courses.
- **Review:**
  Spend 10 minutes every week in quick review of your notes to retain what you have learned.
- **Record:**
  During the presentation, record in the main column the meaningful content. Write legibly.

How to Study in College, Pauk, Walter and Owens, Ross J.Q., Houghton Mifflin, 8th ed. 2005
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